	Document Number <b>NSHS-0F-001</b>	Version <b>02</b>	Effective Date <b>14 SEP 01</b>
	Title <b>NSHS Bethesda Budget Process</b>		Page <b>1 of 4</b>
	Process Owner <b>Director of Finance</b>	Approval Authority <b>CO</b>	

## 1. Purpose & Scope

This process defines the method for developing, distributing, and monitoring the NSHS Bethesda Budget.

## 2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 Quality Manual, b) NSHS-004 Quality Systems Document Control, c) SECNAVINST 5212.5 series.

## 3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **OPTAR:** Operating Target(s).
- 3.2 **JON:** Job Order Number.
- 3.3 **Phasing Plans:** Detailed annual expenditure plans by JON.
- 3.4 **Funding Target:** Expected funding distribution.
- 3.5 **HSO:** Healthcare Support Office.
- 3.6 **CO:** Commanding Officer.
- 3.7 **XO:** Executive Officer.
- 3.8 **Continuing Resolution:** The Congressional resolution, in the absence of an appropriation act, providing authority for agencies to continue operations.
- 3.9 **Obligation Rate:** Percentage of allocation obligated at time of OPTAR.
- 3.10 **DOF:** Directorate of Finance.
- 3.11 **Centrally Managed Funds:** Fixed NSHS expenses that are tracked and controlled in the DOF.
- 3.12 **Control Number:** Projected Annual Planning Figure (APF) Budget for Fiscal Year.
- 3.13 **DHP:** Defense Health Program Funding.
- 3.14 **FY:** Fiscal Year, 1 October to 30 September.
- 3.15 **Projected Control Number:** Proposed control number from HSO Norfolk.
- 3.16 **OPTAR Holders:** Individuals responsible for managing and executing an assigned portion of the Command Budget.
- 3.17 **Sub-allocation of Funds:** Distribution of funds to an OPTAR holder.

## 4. Document Review & Concurrence

Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Director of Finance	OF (Process Owner)	LCDR B. Miller	Commanding Officer	CO (Approval Authority)	CAPT D. S. Wade
Deputy Comptroller	OF	Ms. B. Dopita	Executive Officer	OX	CAPT W. T. Nunns
Budget Analyst	OF	Ms. Hawse	Budget Assistant	OF	Ms. N. L. Campbell

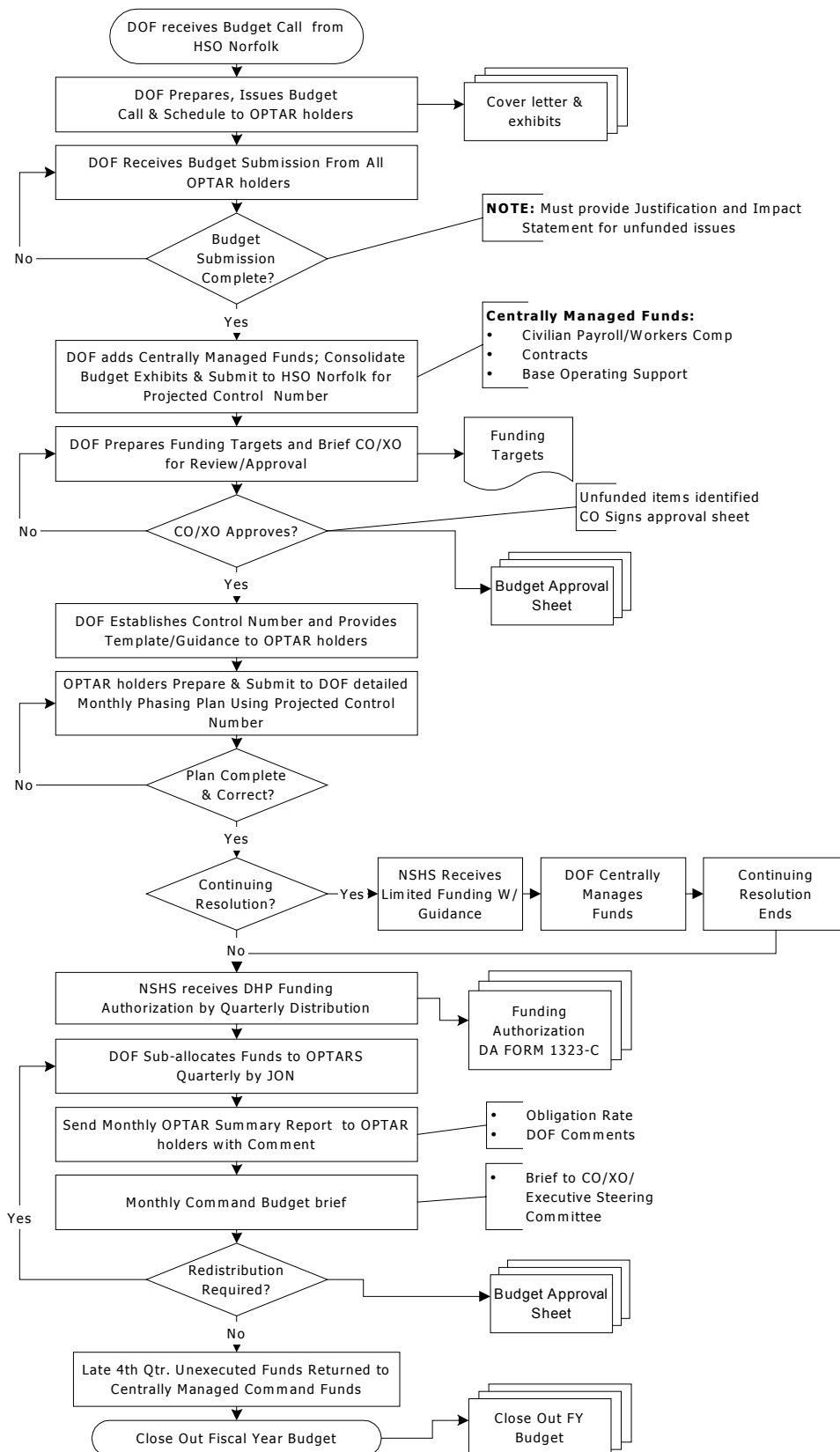
Document Number <b>NSHS-OF-001</b>	Version <b>02</b>	Effective Date <b>14 SEP 01</b>	Page <b>2 of 4</b>
Title <b>NSHS Bethesda Budget Process</b>			

## 5. Summary of Changes

<i>Version</i>	<i>Description</i>	<i>Date</i>
01	Initial issue of procedure.	16 MAY 01
02	Added new definitions, added clarification notes to flowchart	14 SEP 01

Document Number <b>NSHS-OF-001</b>	Version <b>02</b>	Effective Date <b>14 SEP 01</b>	Page <b>3 of 4</b>
Title <b>NSHS Bethesda Budget Process</b>			

## 6. Process Flowchart



Document Number <b>NSHS-OF-001</b>	Version <b>02</b>	Effective Date <b>14 SEP 01</b>	Page <b>4 of 4</b>
Title <b>NSHS Bethesda Budget Process</b>			

## 7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Quarterly Funding Authorization DA Form 1323-C	0F	File Cabinet	By Date	6 Years	Destroy per SECNAVINST 5212.5 series
Budget Approval Sheet	0F	File Cabinet	By Date	6 Years	Destroy per SECNAVINST 5212.5 series
Closed FY Budget	0F	File Cabinet	By Date	6 Years	Destroy per SECNAVINST 5212.5 series

## 8. Addendum

8.1 N/A